

**Extract from District Executive 12<sup>th</sup> July 2007****Strategic Asset Management Group  
Terms of Reference**

Membership of this Group should reflect the relevant Members Portfolio structure and Area Structure in order to achieve corporate aims, objectives and links to local, regional and national strategic issues and strategies. Therefore this should include the Portfolio Holders for:

- Finance, Revenues and Support Services
- Strategy, Policy and Performance
- Environment and Property
- Housing, Health and Inclusion
- Area West Chairman (representing all area chairmen)

Officers would include:

- Corporate Director – Environment
- Head of Finance
- Head of Engineering and Property

Other Portfolio Holders, Members or officers would be invited to attend meetings as and when appropriate to deal with specific issues.

**Terms of Reference**

- Develop and maintain a clear understanding of the corporate objectives as reflected in the Corporate Plan, Community and other Strategies as well as the Directorates short, medium, and long-term service needs in respect of property.
- To formulate and keep under annual review an Asset Management Plan which identifies current issues and prioritises areas for action.
- To ensure that all property held by the Council is required for operational, social or investment purposes and links with the corporate objectives.
- Assess the impact of corporate initiatives and service plans on the Council's property portfolio, it's suitability for service delivery and make recommendations for change.
- Carry out a formal biennial review of the property portfolio to identify any surplus or underused property and recommend appropriate action.
- Ensure that adequate funding streams are identified to deal with property refurbishments, repair and maintenance, suitability and sustainability issues.
- Develop a Property Maintenance Strategy.
- Promote and support shared use of premises in joint working arrangements with other public and private service providers.
- Monitor the Capital Programme bids to ensure that the land or property implications of capital projects are recognised and consistent with the Asset Management Plan.
- Undertake property option appraisals to identify solutions for all accommodation requirements.